

**Office of Lt. Governor/
Department of Culture, Recreation & Tourism
Funding Agreement Checklist**

Agency/Program: Volunteer Louisiana

Recipient: United Way of Acadiana

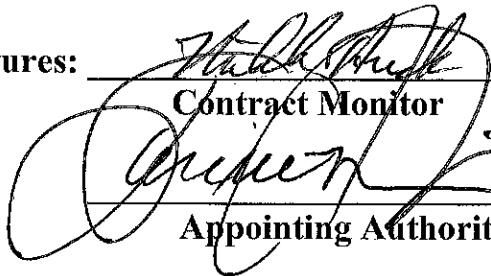
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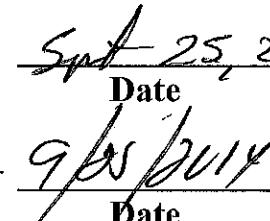
- Cooperative Endeavor
- Professional Services Contract
- Personal Services Contract
- Consulting Services Contract
- Social Services Contract
- Grant: Indicate Specific Program 10VG1184300019
- Line Item Appropriation
- Letter of Agreement

Yes No

- Does the agreement include budget worksheet?
- Does the agreement include anticipated uses?
- Does the agreement include estimated duration of the project?
- Does the agreement include goals, objectives, and measures of performance?
- Does the agreement indicate requirement of written progress report every six (6) months?
- Does the agreement notify the recipient of Louisiana Audit Law (R.S.24:513)? (See attached schedule)
- Has the comprehensive budget been approved by the appointing authority?
- Has the comprehensive budget been properly transmitted to the Louisiana Legislative Auditor?

Signatures:


Contract Monitor


Sept 25, 2014
Date
gbs/buy
Date

STATE OF LOUISIANA
OFFICE OF THE LIEUTENANT GOVERNOR
VOLUNTEER LOUISIANA COMMISSION
GRANT AGREEMENT

BE IT KNOWN, the Volunteer Louisiana Commission, Office of the Lieutenant Governor of the State of Louisiana (hereafter sometimes referred to as the "State") and United Way of Acadiana (Margaret Trahan, President/CEO, 215 East Pinhook Road, Lafayette, LA 70501) (hereafter sometimes referred to as "Sub-grantee") do hereby enter into this grant Agreement under the following terms and conditions.

1. Performance Indicators

Sub-grantee hereby agrees to utilize the funding to support the Volunteer Leader Grants for the Acadiana Day of Action in accordance with the goals and objectives contained in the Sub-grantee's proposal which includes the State-approved budget for this project (See Attachment A, which is by this reference incorporated herein.).

2. Purpose of the Grant

United Way of Acadiana will act as the fiscal agent for nine Volunteer Leader Projects that will promote healthy lifestyles by coordinating activities for children ages 5-12 attending a local summer day camp. The goal is to increase awareness of the importance of health and nutrition with physical activity and exercise. Teams will incorporate fun activities such as relay races, jump rope, Hula-hooping, "egg" races, beanbag horseshoes, tug-of-war, and sack races. Additionally, hygiene kits will be assembled and distributed to homeless and domestic violence shelters to assist people in transition. Funding will be used to purchase equipment to support healthy activities (such as jump ropes, Hula Hoops, balls, burlap sacks, chalk, bean bags, plastic spoons, and plastic eggs for youth; shampoo, deodorant, soap, tooth brush and paste, Pre-paid phone cards, storage bags, hand towels, non-alcoholic mouthwash, lotions, socks, bandages, lip balm, etc. suitable for hygiene kits. A full accounting of items to be purchased is in the Proposal and Budget submitted by the Organization as approved by the State (Attachment A).

3. Grant Award

In consideration of the work described above, the State hereby agrees to pay Sub-grantee a maximum sum of **\$4,500.00** (Four thousand five hundred dollars).

This funding is contingent upon the availability of funds appropriated to the State by the Louisiana Legislature or accruing to the State from other sources. The grant amount shall be paid in accordance with the following requirements:

a. **Term.** The term of the Agreement shall be from May 1, 2014 and end on July 31, 2014, unless ended earlier for cause, by mutual consent of both parties, or due to lack of continuation of funding.

b. **Reimbursement Requests.** The Sub-grantee may submit Reimbursement Requests under this Agreement. Payments will be made as a reimbursement for allowable expenditures incurred in fulfilling the terms of the Agreement.

However, with prior approval by the Grant Monitor, the Sub-grantee may submit a Reimbursement Request based on work, goods, and services that have been invoiced, but not received.

Sub-grantee shall submit to the Grant Monitor with the Reimbursement Request form, original invoice(s), a Final Report, and all supporting documentation necessary to verify that the qualifying expenses were actually incurred by the Sub-grantee in compliance with the terms of the Agreement, due no later than thirty (30) days after the end of the Agreement. For this Agreement, the Grant Monitor is Nicholas Auck, the Director of

Volunteer Outreach. All forms shall be mailed with original signatures to their attention at Post Office Box 44243; Baton Rouge, LA 70804.

c. **Payment.** The Grant Monitor shall review and verify the Reimbursement Request form, invoice(s) and all supporting documentation for compliance with the Agreement. Upon approval, Grant Monitor shall authorize the release of payment. Reimbursement usually takes 2-4 weeks from the Grant Monitor's approval to be issued.

The State will reconcile the invoice(s) to the supporting documentation. The State will adjust payments downward in the event the invoice(s) includes a request for payment of expenses that are not listed in the approved Budget, the State has not been acknowledged, the documentation to support the expense is missing or inadequate, or for noncompliance with the terms of this Agreement. The State will provide the Sub-grantee notice of the defect and a reasonable opportunity to cure.

If it is determined by the Grant Monitor or by an audit that State funds were expended on non-reimbursable expenses, Sub-grantee will be required to repay the State. If the Sub-grantee defaults on the Agreement, breaches the terms of the Agreement, ceases to do business, or ceases to do business in Louisiana, it shall be required to repay the State in accordance with the State's terms.

d. **Appropriations Act for FY 2012-2013.** No funds appropriated under the Appropriations Act for FY 2012-2013 shall be transferred to a public or quasi-public agency or entity which is not a budget unit of the state unless the Sub-grantee executes an Agreement and submits to the Volunteer Louisiana Commission for approval, a comprehensive Budget showing all anticipated uses of the appropriation, an estimate of the duration of the project, and a plan showing specific goals and objectives for the use of such funds, including measures of performance. The Volunteer Louisiana Commission shall submit the Agreement, the Budget and any other required information to the Legislative Auditor for approval at ebudgets@lla.la.gov.

e. **Fiscal Funding** The continuation of this Agreement is contingent upon the appropriation of funds to fulfill the requirements of the Agreement by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the Agreement, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the Agreement, the Agreement shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

4. Amendments

Any change to this Agreement must be consistent with the provisions of the Volunteer Generation Fund. Any change to this Agreement requires a written amendment executed by both parties and approved by the Deputy Secretary of the Office of the Lieutenant Governor.

5. Acknowledgment Statement

The official logo of the Corporation for National and Community Service shall appear on all printed and broadcast promotional material, publicity, advertising and printed programs supported by this grant. The following statement shall appear prominently positioned with the official logo of Corporation for National and Community Service and in close proximity to the name of the Sub-grantee organization in all printed and broadcast promotional material, publicity, advertising and printed programs supported by this grant: "Supported by a grant from Volunteer Louisiana in the Office of the Lieutenant Governor Jay Dardenne."

6. Termination

Either party may initiate a termination of this Agreement by mutual agreement, executed in writing. The State may terminate this Agreement at any time by giving thirty (30) days' written notice. This Agreement, if

terminated, shall terminate as of the last day of the month following the date of the original notice or on a mutually agreed upon date.

The State may terminate this Agreement for cause based upon the failure of the Sub-grantee to comply with the terms and/or conditions of the Agreement; provided that the State shall give the Sub-grantee written notice specifying the Sub-grantee's failure. If within thirty (30) days after receipt of such notice, the Sub-grantee shall not have both corrected such failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Sub-grantee in default and the Agreement shall terminate on the date specified in such notice.

The Sub-grantee may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this Agreement; provided that the Sub-grantee shall give the State written notice specifying the State's failure and a reasonable opportunity for the State to cure the defect.

Sub-grantee shall be entitled to payment for expenses incurred prior to Sub-grantee's receipt of the notice of termination to the extent that the incurred expenses are allowable, otherwise consistent with the terms of this Agreement and the provisions of the Volunteer Generation Fund, and are properly requested as set forth herein.

7. Retention of Records

The Sub-grantee must retain and make available all financial records, supporting documentation, statistical records, evaluation and program performance data, member information and personnel records for three (3) years from the date of the submission of the final Financial Status Report (SF 269A) by the Volunteer Louisiana Commission. If an audit is started prior to the expiration of the three (3) year period, the Sub-grantee must retain all records until the audit findings involving the records have been resolved and final action taken. The State will notify Sub-grantees in writing when they may no longer maintain these files for auditing purposes.

8. Ownership

All records, reports, documents and other material delivered or transmitted to the Sub-grantee by State shall remain the property of State, and shall be returned by Sub-grantee to State, at the Sub-grantee's expense, at termination or expiration of this Agreement. All records, reports, documents, or other material related to this Agreement and/or obtained or prepared by the Sub-grantee in connection with the performance of the activities agreed to herein shall become the property of State, and shall, upon request, be returned by the Sub-grantee to State, at the Sub-grantee's expense, at termination or expiration of this Agreement.

9. Audits

A Sub-grantee that expends a total of \$500,000 or more of federal awards in a fiscal year is required to obtain a single audit for that year conducted by an independent auditor in accordance with the Single Audit Act, as amended, 31 U.S.C. 7501, et seq., and OMB Circular A-133 (If the Sub-grantee expends federal awards under only one federal program, it may elect to have a program specific audit, if it is otherwise eligible.) A Sub-grantee that does not expend \$500,000 in federal awards is exempt from the single audit requirement of OMB Circular A-133 for that year. However, it must continue to conduct financial management reviews of its programs, and records must be available for review and audit. Audit reports generated by the Corporation for National and Community Service will be submitted within thirty (30) days of the completed audit report.

It is hereby agreed that auditors from the Louisiana Division of Administration, the Lieutenant Governor's Office and the Legislative Auditor of the State of Louisiana shall have the option of auditing all accounts of Sub-grantee that are related to this grant.

FUNDING PERIOD: May 1, 2014 through July 31, 2014
SUB-GRANTEE: United Way of Acadiana

AWARD AMOUNT: \$4,500.00
GRANT AGREEMENT: 10VG1184300019

10. Taxes

The Sub-grantee hereby agrees that the responsibility for payment of taxes, if any, from the funds thus received under this Agreement and/or legislative appropriation shall be Sub-grantee's obligation and identified under Federal Tax Identification number 72 - 0513639

11. Assignment of Interest

The Sub-grantee shall not assign any interest in this Agreement and shall not transfer any interest in same (whether by assignment or notation), without prior written consent of the State, provided however, that claims for money due or to become due to the Sub-grantee from the State may be assigned to a bank, trust company, or other financial institution without such prior written consent. Notice of such assignment or transfer shall be furnished promptly to the State.

12. Anti-discrimination

The Sub-grantee agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Federal Rehabilitation Act of 1973 as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1972, the Fair Housing Act of 1968 as amended, and Sub-grantee agrees to abide by the Requirements of the Americans with Disabilities Act of 1990. Sub-grantee agrees not to discriminate in its employment practices, and will render services under this Agreement without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation or disabilities. Any act of discrimination committed by the Sub-grantee, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Agreement.

13. Signatories

I hereby certify that I fully understand all terms of this Agreement and that I am the authorized official designated to sign this Agreement.

THE STATE OF LOUISIANA

THE SUB-GRANTEE

Charles R. Davis 9/17/14
Charles R. Davis
Deputy Secretary
Office of the Lieutenant Governor

Margaret Trahan _____
Margaret Trahan
President/CEO
United Way of Acadiana

Julie J. Cherry 9/9/14
Julie Cherry
Chair
Volunteer Louisiana Commission

Judd Jeansonne 9/9/14
Judd Jeansonne
Executive Director
Volunteer Louisiana Commission

Attachment A
(Attach here the Sub-grantee's approved proposal, with its approved budget)

2014 National Volunteer Project Mini-Grant
Request for Proposals

Section A. Demographics

Organization Name: *Edgar Blouder* Address: *506 Main Street, Lafayette, LA 70501*
Phone: *337-787-4111* Fax:

Email: *[redacted]@gmail.com*

Amount Requested: *\$500.00*

Authorized applicant signature: *[Signature]*

Section B. Narrative

The proposed section of the proposal should be prepared as a narrative. The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

- * Lead them your program strengths and be explicit. Do not make the mistake of trying to stretch your proposed program description beyond what it is.
- * Be clear and concise. Reviewers are not interested in jargon, hyperbole, rhetoric or exaggeration. They are interested in learning precisely what you intend to do, how your project responds to the objectives and requirements above, as well as that your program has been developed with a vision.
- * Avoid circular reasoning. The projects you describe should not be defined by the lack of the solution you are proposing.
- * Explain how. Avoid simply stating that the requirements will be met. Explicitly describe how the proposed project will meet requirements and objectives.
- * Don't make assumptions. Even if you have received funding from LA Serve in the past, do not assume your reviewers know anything about your organization, your project, partners or beneficiaries. Avoid excess of assumption.
- * Use an impartial proofreader. Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.

Attachment A
(Attach here the Sub-grantee's approved proposal, with its approved budget)

**2014 National Volunteer Project Mini-Grant
Request for Proposals**

Your narrative should answer the following questions:

1. Briefly describe the project that will be funded.

As part of United Way of Acadiana's Day of Action on June 20, 2014, our organization will provide books and do at least two literacy-based activities with children between the ages of 5 and 7 attending a summer camp offered through a parish government park & recreation program, the Boys & Girls Club or other non-profit organization. The purpose of this agreement is to introduce participants to the fun and adventure of reading and to encourage them to read during their summer break.

United Way of Acadiana will coordinate the logistics, specifically, confirming the group to be engaged, time of activity, etc. and will provide this information to our team in advance. Team Leaders will meet with United Way of Acadiana staff to ensure that all details are clear and plans for the activity are finalized and shared with the Camp Coordinator.

On Day of Action, our team will report to our assigned camp and will work with the camp director and his/her staff to carry out our project with small groups of participants. Each child will participate in fun reading activities that are designed to increase their love of reading. They will be exposed to an enrichment activity, and they will receive one book at the end of the session.

We understand that this grant opportunity requires that we submit financial justification, the proposed milestones and payment requests for above guidelines for reimbursement. Upon approval of our grant proposal, United Way of Acadiana will release grants to us in a disbursement plan equal to the amount of the grant award or will approve the anticipated expenses upon submission of original receipts. Upon completion of the project, we will submit all documentation to United Way of Acadiana, who will review each item to verify the cost report and will make an interim and final payment reimbursement. We request that reimbursement be issued in monthly lump sum amounts.

2. Please identify current partnerships that will be utilized with this program and partnerships that have been identified to assist with increasing your capacity to achieve the objectives.

United Way of Acadiana has strong partnerships with several summer camp providers and will use those relationships to collaborate our group with the appropriate organization.

3. Describe any action(s) your organization will undertake that support OJFYI! Spill recovery efforts through education, specific projects, public outreach, etc.

NA

4. Describe your process for collecting and reviewing volunteer feedback after an event, as well as implementing changes that will improve your organization based on such feedback.

Since this project is part of United Way of Acadiana's Day of Action, Volunteer Center staff will ask all volunteers, including our team, to complete an online survey through SurveyMonkey (www.surveymonkey.com) to collect feedback and measure satisfaction with the project. The information collected will be used to improve program implementation and volunteer experience in the future.

Attachment A

(Attach here the Sub-grantee's approved proposal, with its approved budget)

**2014 National Volunteer Project Mini-Grant
Request for Proposals**

Section C - Budget

The final section of your application should be a budget. While no funding match is required, any funding thus identified to finance your project(s) should be included. The following template is provided to assist in the preparation of the Budget, but additional forms may be added.

PROJECT BUDGET

Project Materials & Supplies

Item	Qty	Unit Cost	Grant Amount	Match (Optional)	Total Amount
Books	10	\$10.00			\$100.00
Microphone, mic	10	\$10.00			\$100.00
General Project Materials					\$20.00
Total					\$320.00

Equipment

Item	Qty	Unit Cost	Grant Amount	Match (Optional)	Total Amount
Total					
Total (Grant and Matching \$320.00)			Grant Amount	Match	Total Amount

NOTE: We understand that this grant agreement is intended to fund the project activities and prevent conflicts after the grantee has implemented their approved or new plan of project. In the City of Acadiana will either provide or make a contribution which will be the amount of the grant amount to be paid equal to matching approved amount upon submission of original receipts. Upon completion of this project, we will submit all receipts to the City of Acadiana, who will then seek such as to complete our fiscal report and will submit to director and manager for consideration. We agree that nothing will be claimed to exceed the amount of grants.

Attachment A
(Attach here the Sub-grantee's approved proposal, with its approved budget)

JULY 2014

**2014 National Volunteer Project Mini-Grant
Request for Proposals**

Section A. - Demographics

Organization Name: *Engage Education* *TAN*
Address: 526 Sine Lane, Lafayette, LA 70508
Phone: 337-787-4161 Fax:
Email: leah.lormand@gmail.com

Amount Requested: \$500.00

Authorized applicant signature: Leah Lormand

Section B. - Narrative

The second section of the proposal should be prepared as a narrative. The narrative section of the application is your opportunity to convince reviewers that your project meets the evaluation criteria. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

- * **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your proposed program description beyond what it is.
- * **Be clear and succinct.** Reviewers are not interested in jargon, bellwetheritis, rhetoric or exaggeration. They are interested in learning precisely what you intend to do, how your project responds to the objectives and requirements above, as well as that your program has been developed with a vision.
- * **Avoid circular reasoning.** The projects you describe should not be defined as the lack of the solution you are proposing.
- * **Explain how.** Avoid simply stating that the requirements will be met. Explicitly describe how the proposed project will meet requirements and objectives.
- * **Don't make assumptions.** Even if you have received funding from LA Serve in the past, do not assume your reviewers know anything about your organization, your projects, programs or beneficiaries. Avoid overuse of assumptions.
- * **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.

Attachment A

(Attach here the Sub-grantee's approved proposal, with its approved budget)

**2014 National Volunteer Project Mini-Grant
Request for Proposals**

Your narrative should answer the following questions:

1. Briefly describe proposed the project that will be funded.

As part of United Way of Acadia's Day of Action on June 20, 2014, our organization will provide books and do at least two literacy-based activities with children between the ages of 6 and 8 attending a summer camp offered through a parish government parks & recreation program, the Boy's & Girls Clubs or other non-profit organization. The purpose of this program is to introduce participants to the fun and adventure of reading and to encourage them to read during their summer break.

United Way of Acadia will coordinate the logistics, specifically, confirming the group to be engaged, time of activity, etc. and will provide this information to our team in advance. Team Leaders will meet with United Way of Acadia staff to ensure that all details are clear and plans for the activity are finalized and aligned with the Camp Coordinator.

On Day of Action, our team will report to our assigned camp and will work with the camp director and higher staff to carry out our project with small groups of participants. Each child will participate in fun reading activities that are designed to increase their love of reading, they will be exposed to an enrichment activity, and they will receive one book at the end of the session.

We understand that this grant opportunity requires that we must first purchase the project materials and present receipts for those purchases for reimbursement. Upon approval of our grant proposal, United Way of Acadia will either provide us with a merchandise gift card to the amount of the grant award or will agree to reimburse approved expenses upon submission of original receipts. Upon completion of the project, we will submit all receipts to United Way of Acadia, who will then work with us to complete our final report and will submit an invoice and receipts for reimbursement. We request that reimbursement be issued to United Way of Acadia.

2. Please identify current partnerships that will be utilized with this program and partnerships that have been identified in order to maximize your capacity to achieve the objectives.

United Way of Acadia has strong partnerships with several summer camp providers and will use these relationships to schedule our group with the appropriate organization.

3. Describe any activities your organization will undertake that support Gulf COI spill recovery efforts through education, specific projects, public outreach, etc.

N/A

4. Describe your process for collecting and reviewing volunteer feedback after an event, as well as implementing changes that will improve your organization based on such feedback.

Since this project is part of United Way of Acadia's Day of Action, Volunteer Center staff will ask all volunteers, including our team, to complete an online survey through Survey Monkey (www.surveymonkey.com) to collect feedback and measure satisfaction with the projects. The information collected will be used to improve program implementation and volunteer experience in the future.

FUNDING PERIOD: May 1, 2014 through July 31, 2014
SUB-GRANTEE: United Way of Acadia

AWARD AMOUNT: \$4,000.00
GRANT AGREEMENT: 10VG1184300019

(Attach here the Sub-grantee's approved proposal, with its approved budget)

2014 National Volunteer Project Micro-Grant Request for Proposals

Section C - Budget

The final section of your application should be a budget. While no funding much is required, any funding that is identified to support your project should be included. The following template is provided to assist in the formation of the Budget, but additional lines may be added.

PROJECT BUDGET

Project Materials & Supplies

Description	Quantity	Unit Price	Line Item Total	Comments
Office equipment, etc.	10	\$100	\$1,000	
Other supplies	10	\$10	\$100	
Total			\$1,100	

Description	Quantity	Unit Price	Line Item Total	Comments
Office equipment, etc.	10	\$100	\$1,000	
Other supplies	10	\$10	\$100	
Total			\$1,100	

We understand that this grant opportunity requires that we first purchase the project materials and present receipts for those purchases to United Way. Upon approval of our grant proposal, United Way of Acadia will either provide us with a matching gift and/or the amount of the grant award or will require to receive a report upon submission of original receipts. Upon completion of the project, we will submit all original copy of receipts, who will then work with us to complete our final report and will contact us further and request for disbursement. We request that disbursement be issued to United Way of Acadia.

Attachment A
(Attach here the Sub-grantee's approved proposal, with its approved budget)

**2014 National Volunteer Project Mid-Grant
Request for Proposals**

Section A - Demographics

Organization Name: Black Males Leadership Address: P.O. Box 42441
Association (BMLA) Lafayette, LA 70501

Phone: (337) 392-0317

Fax: (337) 482-4123

Email: rhenderson@louisiana.edu

Amount Requested: \$300

Authorized applicant signature: 

Section B - Narrative

The second section of the proposal should be prepared as a narrative. The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

- * Lead from your program strengths and be explicit. Do not make the mistake of trying to stretch your proposed program description beyond what it is.
- * Be clear and succinct. Reviewers are not interested in jargons, bullet-points, rhetoric or exaggerations. They are interested in learning precisely what you intend to do, how your project responds to the objectives and requirements above, as well as that your program has been developed with a vision.
- * Avoid circular reasoning. The projects you describe should not be defined up the back of the solution you are proposing.
- * Explain how. Avoid simply stating that the requirements will be met. Explicitly describe how the proposed project will meet requirements and objectives.
- * Don't make assumptions. Even if you have received funding from LA Serve in the past, do not assume your reviewers know anything about your organization, your projects, partners or beneficiaries. Avoid overuse of acronyms.
- * Use an impartial proofreader. Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.

Attachment A
(Attach here the Sub-grantee's approved proposal, with its approved budget)

**2014 National Volunteer Project Mini-Grant
Request for Proposals**

Your narrative should answer the following questions:

1. Briefly describe proposed the project that will be funded.

As part of United Way of Acadia's Day of Action on June 20, 2014, volunteers will provide hands-on assistance to non-profit and domestic hygiene kits which will be distributed to local homeless and domestic violence shelter and other organizations that assist groups in transition in United Way's four-county service area. Our group will use funds from this grant to purchase pertinent care items to go into the boxes such as, but not limited to:

- | | |
|---------------------------|-----------------------------------|
| * Travel-size shampoo | * Lip Balm |
| * Deodorant | * Adhesive bandages |
| * Travel-size soap | * Hand towels |
| * Toothbrush & toothpaste | * Antibiotic ointment |
| * Non-alcohol mouthwash | * Socks |
| * Travel-size lotion | * Portable personal hygiene items |
| * Hair brush/combs | * Reusable zippered storage bags |
| * Sunscreen | * Pre-paid phone cards |

Often when families & individuals are in a situation where they must leave their home quickly, they also leave behind needed personal hygiene items. Having these kits readily available will help make the transition just a little easier.

2. Please identify current partnerships that will be utilized with this program and partnerships that have been identified to assist with increasing your capacity to achieve the objectives.

United Way of Acadia has partnerships in place with most local hospitals, domestic violence, and immigrant shelters, as well as a number of social service agencies and organizations who assist individuals & families in times of need. UW Acadia will attempt to distribute the personal hygiene items to those organizations. UW Acadia will also make known in their family to nearby those affected by disasters.

We understand that this grant opportunity requires that we must first purchase the project materials and payment requests for future purchases for reimbursement. Upon approval of our grant proposal, United Way of Acadia will either provide us with a non-refundable gift card in the amount of the grant award or will agree to reimburse approved expense upon submission of original receipts. Upon completion of the project, we will submit a full analysis to United Way of Acadia, who will then work with us to complete our final report and will submit an invoice and receipts for reimbursement. We request that reimbursement be claimed to United Way of Acadia.

3. Describe any activities your organization will undertake that support Gulf Oil Spill recovery efforts through education, specific projects, public outreach, etc.
Not applicable.
4. Describe your process for collecting and reviewing volunteer feedback after an event, as well as implementing changes that will improve your organization based on such feedback.

Since this project is part of United Way of Acadia's Day of Action, Volunteer Center staff will ask all volunteers, including our team, to complete an online survey through

FUNDING PERIOD: May 1, 2014 through July 31, 2014
SUB-GRANTEE: United Way of Acadiana

AWARD AMOUNT: \$4,000.00
GRANT AGREEMENT: 10VG1184300019

Attachment A
(Attach here the Sub-grantee's approved proposal, with its approved budget)

2014 National Volunteer Project Mini-Grant
Request for Proposals

SurveyMonkey (www.surveymonkey.com) to collect feedback and measure satisfaction with the projects. The information collected will be used to improve program implementation and volunteer experience in the future.

FUNDING PERIOD: May 1, 2014 through July 31, 2014

SUB-GRANTEE: United Way of Acadia

AWARD AMOUNT: \$4,000.00
GRANT AGREEMENT: 10VG118430019

(Attach here the Sub-grantee's approved proposal, with its approved budget)

Attachment A

**2014 National Volunteer Project Matching Grant
Request for Proposals**

Section C - Budget

The final section of your application should be a budget. While no funding match is required, any funding that is identified to increase your project should be included. The following template is provided to assist in the formation of the budget; but additional lines may be added.

PROJECT BUDGET

Project Expenses & Salaries

Category	Description	Amount	Unit	Rate	Period
General Program Costs (as listed in proposal)		\$1,000	00	\$100.00	00
Supplies to complete community participation project, etc., other, specify		\$100	00	\$100.00	00
Total		\$1,100	00	\$100.00	00

Category	Description	Amount	Unit	Rate	Period
Salaries					
Fees					
Travel					
Equipment					
Other					
Total					

We understand that this grant opportunity requires that we each first present the project outcome and present requests for those resources for enhancement. Upon approval of our grant proposal, United Way of Acadia will either provide us with a charitable gift card in the amount of the grant and/or will agree to enhance approved expenses upon submission of original receipts. Upon completion of the project, we will submit all receipts to United Way of Acadia, who will then work with us to complete our fiscal report and will submit to United Way and accept the reimbursement. We request that reimbursement be issued by United Way of Acadia.

Attachment A
(Attach here the Sub-grantee's approved proposal, with its approved budget)

RECEIVED JUN 6 2014

2014 National Volunteer Project Mini-Grant
Request for Proposals

Section A - Demographics

Organization Name: The Family Church Address: 299 O'Brien Ave, Lake Charles, LA 70607

Phone: 337-434-0214

Fax: 337-434-7887

Email: thefamilychurch@thefamilychurch.cc

Amount Requested: \$1000*

Authorized applicant signature: Jeanne Poynter

Section B - Narrative

The second section of the proposal should be prepared as a narrative. The narrative portion of the application is your opportunity to convince reviewers that your project meets the selection criteria. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

- * List them your program strengths and be explicit. Do not make the mistake of trying to stretch your proposed program description beyond what it is.
- * Be clear and succinct. Reviewers are not interest in jargon, boilerplate, rhetoric or embellishment. They are interested in learning precisely what you intend to do, how your project responds to the objectives and requirements above, as well as that your program has been developed with a vision.
- * Avoid circular reasoning. The projects you describe should not be defined as the lack of the solution you are proposing.
- * Explain how. Avoid simply stating that the requirements will be met. Explicitly describe how the proposed project will meet requirements and objectives.
- * Don't make assumptions. Even if you have received funding from L.A. Care in the past, do not assume your reviewers know anything about your organization, your projects, partners or beneficiaries. Avoid use of acronyms.
- * Use an impartial proofreader. Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.

Attachment A

(Attach here the Sub-grantee's approved proposal, with its approved budget)

2014 National Volunteer Project Mini-Grant

Request for Proposals

Your narrative should answer the following questions:

1. Briefly describe proposed the project that will be funded.

As part of United Way of Acadiana's Day of Action on June 20, 2014, volunteers will provide hands-on assistance to assemble and distribute hygiene kits which will be distributed to local households and domestic violence shelters and other organizations that assist people in transition in United Way's four-parish service area. Our group will use funds from this grant to purchase personal care items to go into the boxes such as, but not limited to:

- | | |
|--|--|
| <ul style="list-style-type: none">* Travel-size shampoo* Deodorant* Travel-size soap* Travel-size toothpaste* Travel-size mouthwash* Travel-size lotion* Hair brush/combs* Razors | <ul style="list-style-type: none">* Lip balm* Adhesive bandages* Hand towels* Antibiotic ointment* Socks* Plastic personal hygiene bags* Reusable zippered storage bags* Two-pelt phone cards |
|--|--|

Often when families & individuals are in a situation where they must leave their homes quickly, they also leave behind needed personal hygiene items. Having these items readily available will help within the transition just a little easier.

2. Please identify current partnerships that will be utilized with this program and partnerships that have been identified to assist with increasing your capacity to achieve the objectives.

United Way of Acadiana has partnerships in place with most local hospitals, domestic violence, and transitional shelters, as well as a number of social service agencies and organizations who assist individuals & families in times of need. UW Acadiana will partner to distribute the personal hygiene bags to these organizations. UW Acadiana will also store bags in their facility to assist those affected by disasters.

We understand that this greater opportunity requires that we and our client purchase the project materials and payment excepts for these purchases for reimbursement. Upon approval of our grant proposal, United Way of Acadiana will either provide us with a non-refundable gift card in the amount of the grant award or will agree to reimburse approved expenses upon submission of original receipts. Upon completion of the project, we will submit all expenses to United Way of Acadiana, who will then work with us to complete our final report and will submit an invoice and receipts for reimbursement. We request that reimbursement be issued to United Way of Acadiana.

3. Describe any activities your organization will undertake that support Gulf Oil Spill recovery efforts through education, specific projects, public outreach, etc.
Not applicable
4. Describe your process for collecting and reviewing volunteer feedback after an event, as well as implementing changes that will improve your organization based on such feedback.

FUNDING PERIOD: May 1, 2014 through July 31, 2014
SUB-GRANTEE: United Way of Acadiana

AWARD AMOUNT: \$4,000.00
GRANT AGREEMENT: 10VG1184300019

Attachment A
(Attach here the Sub-grantee's approved proposal, with its approved budget)

2014 National Volunteer Project Mini-Grant

Request for Proposals

Since this project is part of United Way of Acadiana's Day of Action, Volunteer Center staff will ask all volunteers, including our team, to complete an online survey through SurveyMonkey (www.surveymonkey.com) to collect feedback and measure satisfaction with the projects. The information collected will be used to improve program implementation and volunteer experience in the future.

FUNDING PERIOD: May 1, 2014 through July 31, 2014
SUB-GRANTEE: United Way of Acadia

AWARD AMOUNT: \$4,000.00
GRANT AGREEMENT: 10VG1184300019

(Attach here the Sub-grantee's approved proposal, with its approved budget)

2014 National Volunteer Project Mini-Grant Request for Proposals

Section C - Budget

The final section of your application should be a budget. While no funding match is required, any funding that is identified to finance your project should be included. The following template is provided to assist in the formation of the budget, but additional lines may be added.

PROJECT BUDGET

Project Materials & Supplies

Description	Cost Amount	High Order	Total Amount
Assured Personal Care Items (or third party supplied)	\$150.00		\$150.00
Supplies to conduct classes (supplies, paper, glue, pens, markers, etc.)	\$100.00		\$100.00
TOTAL	\$250.00		\$250.00

Equipment

Description	Cost Amount	High Order	Total Amount
Computer			
Printer			
TOTAL	\$0.00		\$0.00

I understand that this grant opportunity requires that we must first purchase the project materials and present receipts for those purchases for reimbursement. Upon approval of our grant proposal, United Way of Acadia will either provide us with a community gift card in the amount of the grant award or will agree to reimburse approved expenses upon submission of original receipts. Upon completion of the project, we will submit all receipts to United Way of Acadia, who will then work with us to complete our final report and will evaluate an invoice and complete the reimbursement. We request that reimbursement be issued to United Way of Acadia.

Attachment A
(Attach here the Sub-grantee's approved proposal, with its approved budget)

2014 National Volunteer Project Mini-Grant
Request for Proposals

Section A. - Demographics

Organization Name: Lafayette Parish Sheriff Address: 111 St. Antoine, Lafayette, LA

Phone: 337-231-6363 ext 4140 Fax: 337-458-6248

Email: Vtdr@lafps.lafayetteref.com

Amount Requested: \$500

Authorized applicant signature: 

Section B. - Narrative

The second section of the proposal should be prepared as a narrative. The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

- * Lead from your program strengths and be explicit. Do not make the mistake of trying to stretch your proposed program description beyond what it is.
- * Be clear and succinct. Reviewers are not tolerant of jargon, boilerplate, rhetoric or exaggerated. They are interested in learning precisely what you intend to do, how your project responds to the objectives and requirements above, as well as that your program has been developed with a vision.
- * Avoid circular reasoning. The projects you describe should not be defined as the lack of the solution you are proposing.
- * Explain how. Avoid simply stating that the requirements will be met. Explicitly describe how the proposed project will meet requirements and objectives.
- * Don't make assumptions. Unless if you have received funding from LA Serve in the past, do not assume your reviewer know anything about your organization, your projects, partners or beneficiaries. Avoid overuse of acronyms.
- * Use an impartial proofreader. Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.

Attachment A
(Attach here the Sub-grantee's approved proposal, with its approved budget)

2014 National Volunteer Project Mini-Grant
Request for Proposals

Your narrative should answer the following questions:

1. Briefly describe proposed the project that will be funded.

As part of United Way of Acadlana's Day of Action on June 20, 2014, volunteers will provide hands-on assistance to assemble and decorate hygiene kits which will be distributed to local homeless and domestic violence shelters and other organizations that assist people in transition in United Way's four-parish service area. Our group will use funds from this grant to purchase personal care items to go into these boxes such as, but not limited to:

- | | |
|---------------------------|-----------------------------------|
| * Travel-size shampoo | * Lip balm |
| * Conditioner | * Adaptive toothbrushes |
| * Travel-size soap | * Hand towels |
| * Toothbrush & toothpaste | * Antibiotic ointment |
| * Non-alcoholic mouthwash | * Socks |
| * Travel-size lotion | * Portable personal hygiene items |
| * Hair brush/combs | * Reusable cigarette storage bags |
| * Sunscreen | * Pre-paid phone cards |

Often when families & individuals are in a situation where they must leave their homes quickly, they also leave behind needed personal hygiene items. Having these kits readily available will help make the transition just a little easier.

2. Please identify current partnerships that will be utilized with this program and partnerships that have been identified to assist with increasing your capacity to achieve the objectives.

United Way of Acadlana has partnerships in place with local homeless, domestic violence, and transitional shelters, as well as a number of social service agencies and organizations who assist individuals & families in times of need. UW Acadlana will arrange to distribute the personal hygiene boxes to these organizations. UW Acadlana will also store boxes in their facility to assist those affected by disasters.

We understand that this grant opportunity requires that we must first purchase the project materials and present receipts for these purchases for reimbursement. Upon approval of our grant proposal, United Way of Acadlana will either provide us with a merchandise gift card in the amount of the grant award or will agree to reimburse approved expenses upon submission of original receipts. Upon completion of the project, we will submit all receipts to United Way of Acadlana, who will then work with us to complete our final report and will submit an invoice and receipts for reimbursement. We request that reimbursement be issued to United Way of Acadlana.

3. Describe any activities your organization will undertake that support Gulf Oil Spill recovery efforts through education, specific projects, public outreach, etc.
Not applicable.
4. Consider your process for collecting and reviewing volunteer feedback after an event, as well as implementing changes that will improve your organization based on such feedback.

FUNDING PERIOD: May 1, 2014 through July 31, 2014
SUB-GRANTEE: United Way of Acadiana

AWARD AMOUNT: \$4,000.00
GRANT AGREEMENT: 10VG1184300019

Attachment A
(Attach here the Sub-grantee's approved proposal, with its approved budget)

2014 National Volunteer Project Mini-Grant

Request for Proposals

Since this project is part of United Way of Acadiana's Day of Action, Volunteer Center staff will ask all volunteers, including our item, to complete an online survey through SurveyMonkey (www.surveymonkey.com) to collect feedback and measure satisfaction with the project. The information collected will be used to improve program implementation and volunteer experience in the future.

FUNDING PERIOD: May 1, 2014 through July 31, 2014

SUB-GRANTEE: United Way of Acadia

AWARD AMOUNT: \$4,000.00

GRANT AGREEMENT: 10VG1184300019

(Attach here the Sub-grantee's approved proposal, with its approved budget)

Attachment A

**2014 National Volunteer Project Mini-Grant
Request for Proposals**

Section C - Budget

The final section of your application should be a budget. While no funding match is required, any funding that is identified to finance your project(s) should be included. The following template is provided to assist in the formation of the Budget, but additional lines may be added.

PROJECT BUDGET

Project Materials & Supplies

Description	Quantity	Unit Price	Cost Amount	Line Item	Total Amount
Projected Purchased Case Items (to listed in program narrative)			\$650.00	1	\$650.00
Supplies or Equipment purchased from local stores, gift stores, etc.			\$100.00	2	\$100.00
T					

Indirect Costs

Description	Quantity	Unit Price	Cost Amount	Line Item	Total Amount

Note: We understand that this grant opportunity requires that we must first purchase the project materials and present receipts for these purchases for reimbursement. Upon approval of our grant proposal, United Way of Acadia will either provide us with a merchandise gift card to the amount of the grant award or will agree to reimburse approved expenses upon submission of original receipts. Upon completion of the project, we will submit all receipts to United Way of Acadia, who will then work with us to complete our final report and will submit to United Way of Acadia.

Attachment A
(Attach here the Sub-grantee's approved proposal, with its approved budget)

**2014 National Volunteer Project Mini-Grant
Request for Proposals**

Section A - Demographics

Organization Name: United Way of Acadiana
Address: 1004 Big Apple Lane
Phone: 334-7658 - Ext: 4424 Fax: 334-3969
Email: really@uwac.org
Amount Requested: \$500.00

Authorized applicant signature: Randy J. Smith

Section B - Narrative

The second section of the proposal should be presented as a narrative. This narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

- * Lead from your program strengths and be explicit. Do not make the mistake of trying to stretch your proposed program description beyond what it is.
- * Be clear and succinct. Reviewers are not interested in jargon, belabored, distorted or exaggeration. They are interested in learning precisely what you intend to do, how your project responds to the objectives and requirements above, as well as that your program has been developed with a vision.
- * Avoid circular reasoning. The project you describe should not be defined as the lack of the solution you are proposing.
- * Explain how. Avoid simply stating that the requirements will be met. Explicitly describe how the proposed project will meet requirements and objectives.
- * Don't make assumptions. Even if you have received funding from LA Serve in the past, do not assume your reviewers know anything about your organization, your projects, partners or beneficiaries. Avoid overuse of acronyms.
- * Use an impartial perspective. Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.

Attachment A
(Attach here the Sub-grantee's approved proposal, with its approved budget)

2014 National Volunteer Project Mini-Grant

Request for Proposals

Your narrative should answer the following questions:

1. Briefly describe proposed the project that will be funded.

As part of United Way of Acadiana's Day of Action on June 20, 2014, volunteers will provide hands-on assistance in assembling and distributing hygiene kits which will be distributed to local battered and domestic violence shelters and other organizations that assist people in transition in United Way's four parish service area. Our group will use funds from this grant to purchase personal care items to go into the hygiene kits, but not limited to:

- | | |
|----------------------------|-----------------------------------|
| * Travel-size shampoo | * Lip balm |
| * Deodorant | * Adhesive bandages |
| * Travel-size soap | * Hand towels |
| * Toothbrush & toothpaste | * Antibiotic ointment |
| * Hair-shampoo/conditioner | * Blankets |
| * Travel-size lotion | * Portable personal hygiene items |
| * Hair brush/combs | * Reusable zippered storage bags |
| * Sunscreen | * Pre-paid phone cards |

Often when families & individuals are in a situation where they must leave their home quickly, they also leave behind needed personal hygiene items. Having these kits readily available will help make the transition just a little easier.

2. Please identify current partnerships that will be utilized with this program and partnerships that have been identified to assist with increasing your capacity to achieve the objectives.

United Way of Acadiana has partnerships in place with local businesses, domestic violence, and transitional shelters, as well as a number of social service agencies and organizations who assist individuals & families in times of need. UW Acadiana will arrange to distribute the personal hygiene items to these organizations. UW Acadiana will also store items at their facility to assist those affected by disasters.

We understand that this grant opportunity requires that we must first purchase the project materials and present receipts for those purchases for reimbursement. Upon approval of our grant proposal, United Way of Acadiana will either provide us with a merchandise gift card in the amount of the grant award or will agree to reimburse approved expenses upon submission of original receipts. Upon completion of the project, we will submit all receipts to United Way of Acadiana, who will then work with us to complete our final report and will submit an invoice and receipts for reimbursement. We request that reimbursement be issued to United Way of Acadiana.

3. Describe any activities your organization will undertake that support Gulf Oil Spill recovery efforts through volunteer, specific projects, public outreach, etc.

Not applicable.

4. Describe your process for collecting and reviewing volunteer feedback after an event, as well as implementing changes that will improve your organization based on such feedback.

Given this project is part of United Way of Acadiana's Day of Action, Volunteer Center staff will ask all volunteers, including our team, to complete an online survey through SurveyMonkey (www.surveymonkey.com) to collect additional and measure satisfaction with the project. The information collected will be used to improve program implementation and volunteer experience in the future.

FUNDING PERIOD: May 1, 2014 through July 31, 2014
SUB-GRANTEE: United Way of Acadia

AWARD AMOUNT: \$4,000.00
GRANT AGREEMENT: 10VGL18430019

(Attach here the Sub-grantee's approved proposal, with its approved budget)

Attachment A

**2014 National Volunteer Project Mini-Grant
Request for Proposals**

Section C - Budget

The final section of your application should be a budget. While no funding amount is required, any funding that is identified to support your project should be included. The following template is provided to assist in the creation of the budget. Line items may be added.

PROJECT BUDGET

Project Materials & Supplies

Category	Description	Quantity	Unit Price	Total Cost
Accredited Personal Care Items (as listed in program description)		1	\$10.00	\$10.00
Computer and accessories (printers, paper, etc.)		1	\$200.00	\$200.00
Other		1	\$5.00	\$5.00

Category	Description	Quantity	Unit Price	Total Cost
Accredited Personal Care Items (as listed in program description)		1	\$10.00	\$10.00
Computer and accessories (printers, paper, etc.)		1	\$200.00	\$200.00
Other		1	\$5.00	\$5.00

We understand that the grant application requires that we prove that purchase the project materials and present receipts for those purchases for reimbursement. Upon completion of our grant project, United Way of Acadia will provide us with a cash value gift card in the amount of the grant award and will agree to reimburse approved expenses upon submission of original receipts. Upon completion of the project, we will submit all receipts to United Way of Acadia, who will then work with us to complete our final report and audit which can include visitations or telephone interviews. We request that all expenses be claimed to United Way of Acadia.

Attachment A
(Attach here the Sub-grantee's approved proposal, with its approved budget)

2014 National Volunteer Project Minit-Grant
Request for Proposals

Section A - Demographic

Organization Name: *Forward Bound* Address: *P.O. Box 43452*
Lafayette, 70504
Phone: *(337) 478-6973* Fax: *(337) 478-6983*
Email: *kak 7963@louisiana.edu*

Amount Requested: *\$500.00*

Authorized applicant signature: *Kay Project*

Section B - Narrative

The second section of the proposal should be prepared as a narrative. The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

- * Lead from your program strengths and be explicit. Do not make the mistake of trying to stretch your proposed program description beyond what it is.
- * Be clear and succinct. Reviewers are not interested in jargon, boilerplate, rhetoric or exaggeration. They are interested in learning precisely what you intend to do, how your project responds to the objectives and requirements above, as well as that your program has been developed with a vision.
- * Avoid circular reasoning. The projects you describe should not be defined as the lack of the solution you are proposing.
- * Explain how. Avoid simply stating that the requirements will be met. Explicitly describe how the proposed project will meet requirements and objectives.
- * Don't make assumptions. Even if you have received funding from LA Serve in the past, do not assume your reviewers know anything about your organization, your projects, practices or beneficiaries. Avoid exercise of sarcasm.
- * Use an impartial perspective. Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.

Attachment A

(Attach here the Sub-grantee's approved proposal, with its approved budget)

**2014 National Volunteer Project Mini-Grant
Request for Proposals**

Your narrative should answer the following questions:

1. Briefly describe proposed the project that will be funded.

As part of United Way of Acadia's Day of Action on June 20, 2014, volunteers will provide hands-on assistance to assemble and distribute hygiene kits which will be distributed to local homeless and domestic violence shelters and other organizations that assist people in transition in United Way's four-parish service area. Our group will use funds from this grant to purchase personal care items to go into the boxes such as, but not limited to:

- * Travel-size shampoo
- * Deodorant
- * Travel-size soap
- * Toothbrush & toothpaste
- * Non-alcohol mouthwash
- * Travel-size lotion
- * Hair brush/combs
- * Sunscreen
- * Lip balm
- * Feminine bandages
- * Hand towels
- * Antibiotic ointment
- * Socks
- * Female personal hygiene items
- * Feminine disposal change bags
- * Pre-paid phone cards

Often when families & individuals are in a situation where they must leave their homes quickly, they also leave behind needed personal hygiene items. Having these kits readily available will help reduce the transition just a little easier.

2. Please identify current partnerships that will be utilized with this program and partnerships that have been identified to assist with increasing your capacity to achieve the objectives.

United Way of Acadia has partnerships in place with local food pantries, domestic violence, and transitional shelters, as well as a number of social service agencies and organizations who assist individuals & families in times of need. UW Acadia will arrange to distribute the personal hygiene items to these organizations. UW Acadia will also allow funding in their faculty to assist those affected by disasters.

We understand that this grant opportunity requires that we must first purchase the project materials and present receipts for their purchase for reimbursement. Upon approval of our grant proposal, United Way of Acadia will either provide us with a merchandise gift card in the amount of the grant award or will agree to reimburse approved expenses upon submission of original receipts. Upon completion of the project, we will submit all receipts to United Way of Acadia, who will then work with us to complete our final report and will submit our invoice and receipts for reimbursement. We request that reimbursement be issued to United Way of Acadia.

3. Describe any activities your organization will undertake that support One/Off Split recovery efforts through education, specific projects, public outreach, etc.

Not applicable.

4. Describe your process for collecting and reviewing volunteer feedback after an event, as well as implementing changes that will improve your organization based on such feedback.

Since this project is part of United Way of Acadia's Day of Action, Volunteer Center staff will ask all volunteers, including our team, to complete an online survey through SurveyMonkey (www.surveymonkey.com) to collect feedback and measure satisfaction with the projects. The information collected will be used to improve program implementation and volunteer experience in the future.

FUNDING PERIOD: May 1, 2014 through July 31, 2014
SUB-GRANTEE: United Way of Acadia

AWARD AMOUNT: \$4,000.00
GRANT AGREEMENT: 10VG1184300019

(Attach here the Sub-grantee's approved proposal, with its approved budget)

Attachment A

*2014 National Volunteer Project Mid-Grant
Request for Proposals*

Section C - Budget

The final section of your application should be a budget. While no funding amount is expected, any funding that is identified to increase your project should be included. The following template is provided to assist in the formation of the budget, but additional items may be added.

PROJECT BUDGET

Project Materials & Supplies

Description	Quantity	Unit Price	Total Cost	Item #	Team Lead
Assorted Personal Care Items (as listed in proposal summary)			\$60.00	101	Team Lead
Assorted Construction paper, glue sticks, markers			\$30.00	102	Team Lead
Small			\$10.00	103	Team Lead

Description	Quantity	Unit Price	Total Cost	Item #	Team Lead
Large			\$10.00	104	Team Lead
Medium			\$10.00	105	Team Lead
Small			\$10.00	106	Team Lead
Large			\$10.00	107	Team Lead
Medium			\$10.00	108	Team Lead
Small			\$10.00	109	Team Lead

Note: We understand that this grant opportunity requires that we cover the purchase the project materials and general supplies for these purchases by sub-grant. Upon approval of our grant proposal, United Way of Acadia will either provide us with a matching gift and/or the amount of the grant award as self equity to enhance our proposed budget to reflect cost of actual materials. Upon completion of the project, we will submit all receipts to United Way of Acadia who will then work with us to complete our final report and will submit an invoice and receive the reimbursement. We request that all expenses be covered by United Way of Acadia.

Attachment A
(Attach here the Sub-grantee's approved proposal, with its approved budget)

**2014 National Volunteer Project Mini-Grant
Request for Proposals**

Section A - Demographics

Organization Name: United Way of Acadiana Address: 110 Middle Street Rd.
Baton Rouge, LA 70802
Phone: 225-336-1100 Fax: 225-336-1201
Email: grants@unitedway.org

Amount Requested: \$400.00

Authorized applicant signature: CKR

Section B - Narrative

The second section of the proposal should be prepared as a narrative. The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

- * Lead from your program strengths and be explicit. Do not make the mistake of trying to stretch your proposed program description beyond what it is.
- * Be clear and succinct. Reviewers are not interested in jargon, boilerplate, rhetoric or exaggeration. They are interested in learning precisely what you intend to do, how your project responds to the objectives and requirements above, as well as that your program has been developed with a vision.
- * Avoid circular reasoning. The projects you describe should not be defined as the basis of the solution you are proposing.
- * Explain how. Avoid simply stating that the requirements will be met. Explicitly describe how the proposed project will meet requirements and objectives.
- * Don't make assumptions. Even if you have received funding from L.A. Care in the past, do not assume your reviewers know anything about your organization, your project, partners or beneficiaries. Avoid overuse of acronyms.
- * Use an impartial perspective. Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.

Attachment A

(Attach here the Sub-grantee's approved proposal, with its approved budget)

2014 National Volunteer Project Mini-Grant

Request for Proposals

Your narrative should answer the following questions:

1. Briefly describe proposed the project that will be funded.

To encourage youth to become more physically active and to help them understand the importance of adopting a healthy lifestyle, our group will coordinate activities for children ages 9-12 attending a local summer day camp offered through a parish Parks & Recreation Program and Local Boys & Girls Club as part of United Way of Acadiana's Day of Action on Friday, June 20, 2014. Activities offered will focus on health and nutrition or physical activity and exercise. To increase awareness of the importance of both, our team will educate the participants on simple ways to adopt a healthy lifestyle. We will incorporate fun activities such as relay races, jump rope, Hoop skipping, "egg" race, bamboo horsetails, tug-o-war, and sack races.

United Way of Acadiana will coordinate the logistics, specifically confirming the group to be engaged, time of activity, etc. and will provide this information to our team in advance. Team leaders will meet with United Way of Acadiana staff to ensure that all details are clear and plans for the activity are finalized and shared with the Camp Coordinator.

On Day of Action, our team will report to our assigned camp and will work with the camp director and his/her staff to carry out our project with small groups of participants.

We understand that this grant opportunity requires that we must first purchase the project materials and present receipts for those purchases for reimbursement. Upon approval of our grant proposal, United Way of Acadiana will either provide us with a merchantile gift card in the amount of the grant award or will agree to reimburse approved expenses upon submission of original receipts. Upon completion of the project, we will submit all receipts to United Way of Acadiana, who will then work with us to complete our final report and will submit an invoice and receipts for reimbursement. We request that reimbursement be issued to United Way of Acadiana.

2. Please identify current partnerships that will be utilized with this program and partnerships that have been identified to assist with increasing your capacity to achieve the objectives.

United Way of Acadiana has strong partnerships with several summer camp providers and will now have relationships to schedule our group with the appropriate organization.

3. Describe any activities your organization will undertake that support Gulf Oil Spill recovery efforts through education, specific projects, public outreach, etc.

N/A

4. Describe your process for collecting and reviewing volunteer feedback after an event, as well as implementing changes that will improve your organization based on such feedback.

Since this project is part of United Way of Acadiana's Day of Action, Volunteer Center staff will ask all volunteers, including our team, to complete an online survey through SurveyMonkey (www.surveymonkey.com) to collect feedback and measure satisfaction with the projects. The information collected will be used to improve program implementation and volunteer experience in the future.

FUNDING PERIOD: May 1, 2014 through July 31, 2014

AWARD AMOUNT: \$4,000.00
GRANT AGREEMENT: 10VG118430019

SUB-GRANTEE: United Way of Acadia

(Attach here the Sub-grantee's approved proposal, with its approved budget)

2014 National Volunteer Project Mini-Grant Request for Proposals

Section C - Budget

The final section of your application should be a budget. While no funding match is required, any funding that is identified to finance your project should be included. The following template is provided to assist in the formation of the budget, but additional items may be added.

PROJECT BUDGET

Project Materials & Supplies

Description	Quantity	Unit Price	Line Total	Comments
Supplies to include, but not limited to: jump ropes, hula hoops, soccer balls, cones, chalk, bean bags, plastic spray bottles etc.				
Registration fees anticipated		\$10	\$10	

Salaries

Description	Quantity	Unit Price	Line Total	Comments

Note: We understand that this grant opportunity requires that we must first purchase the project materials and present receipts for those purchases for reimbursement. Upon approval of our grant proposal, United Way of Acadia will either provide us with a non-transferable gift card to the amount of the grant award or will agree to reimburse approved expenses upon submission of original receipts. Upon completion of the project, we will submit all receipts to United Way of Acadia, who will then work with us to complete our final report and will submit all funds and receipts for reimbursement. The request for reimbursement has been read to United Way of Acadia.